**The University of Manchester**

**Withdrawal or Suspension of Taught Programmes**

Unless all Schools affected by the withdrawal or suspension of this programme agree to its withdrawal/suspension, one year’s notice of the intention to withdraw or suspend the programme must be given.

\**Please note that the Directorate for Legal Affairs should be contacted about all intended withdrawals and suspensions*



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| Degree Qualification and Programme Title |  | |
| Undergraduate or Postgraduate Taught | |  |
| School | |  |
| Faculty | |  |
| Academic Programme Code | |  |
| Academic Plan Code | |  |
| UCAS Code | |  |
| Reason(s) for the withdrawal or suspension of the programme (or mode of study e.g. programme no longer being offered on a part-time basis) | | |
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| When will be the date of the last intake to the programme? | |  |
| If the programme is being suspended, what entry date is anticipated to resume the programme? | |  |
| Does the withdrawal or suspension affect students to whom offers have been made? If so please provide details of how this is being communicated and whether an alternative is being offered.  How many applications to the withdrawn or suspended programme have been received?  How many offers have been made for the withdrawn or suspended programme? | | *Please refer to your School Admissions colleagues and utilise the communication templates for programmes with offer-holders. Please note that all communication with offer holders should be done through your Admissions Team* |
| Does the withdrawal/suspension affect existing students? If so, please provide details of the arrangements that will be made for them, including:   * how many students are left to complete the programme * what is the expected date of completion of the last cohort of students * how many units remain to be taken * will students continue to have access to facilities | | *Please also consult* [*Student Protection Plan*](https://documents.manchester.ac.uk/display.aspx?DocID=37878) *to ensure that sections 3, 4 and 5 considered as part of your planning.* |
| What discussions have taken place within the School to consult with staff about this? | |  |
| Please describe how you have consulted with current students. | |  |
| Please indicate how you intend to manage any existing students so that they can complete their award (for suspensions - in future). How will this be monitored? | |  |
| Who has been designated to oversee the completion/suspension of the programme, including co-ordination of the annual monitoring exercise and/or reviewing intended resumption of the programme? | | Name and role |
| Are there any strategic issues arising from this withdrawal or suspension that should be brought to the attention of the Vice-President (Teaching, Learning and Students) e.g. cessation of an area of study or possible adverse reputational impacts for the University? **If yes, provide details.** | | Yes / No |
| Is academic and administrative support available for the programme (and any units to be withdrawn or suspended) until its closure? | | Yes / No |
| Is there an External Examiner in place until the programme closes and all students have completed? | | Yes / No |
| Have External Examiner(s) been informed of the withdrawal or suspension of the programme, and have their duties in respect of current students (and resumption of the programme) been made clear? | | Yes / No |
| As a result of the programme withdrawal or suspension, are units to be withdrawn which will affect students in other Schools? If so, please list the units and the Schools affected. What arrangements have been made to cover this? | | Yes / No |
| Have all the Heads of School affected approved the withdrawal or suspension? Please attach evidence (e.g. a copy of an e-mail or extract from minutes). | | Yes / No |
| If the programme to be withdrawn or suspended is postgraduate, please detail what arrangements are in place for the supervision of dissertations where appropriate. | |  |
| Does the programme to be withdrawn or suspended carry PSRB accreditation and if so have the PSRB been informed of this withdrawal/suspension? | | Yes / No |
| In the case of a suspension please indicate the date for review to consider resumption. | | MM/YYYY |
| Please indicate that advice has been sought from the Directorate for Legal Affairs | | Yes/No |
| Name and signature of Programme Director | | Date |
| Name and signature of Head of School | | Date |
| Name and signature of Chair of Faculty committee | | Date |

When the proposal to withdraw or suspend the programme has been approved by the Faculty, the Faculty quality administrator will notify:

* + Director of Student and Academic Services (SAS) via [quality@manchester.ac.uk](mailto:quality@manchester.ac.uk)
  + Programme director
  + Nominated administrative contact for the programme
  + Person responsible for inputting the withdrawal/suspension on Campus Solutions (if different from any of the above)\*
  + Central UG/PGT Recruitment and Admissions\*
  + School UG/PGT Recruitment and Admissions\*
  + Faculty eLearning Manager
  + School Finance Officer
  + University of Manchester Academic Engagement Librarian
  + Head of Graduate Education (for postgraduate programmes only)\*

*\*Copies of documentation to also be circulated*

The Programme Enhancement team within Teaching and Learning Delivery (TLD) will ensure that all programme withdrawals and suspensions are reported to Senate and the Office of Students (where applicable).

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| Document control box | |
| Policy / Procedure title: | Withdrawal or Suspension of Programme template |
| Date approved: | May 2020 |
| Approving body: | TLD |
| Implementation date: | May 2020 |
| Version: | 1.2 February 2022 (Policy owner details updated July 2022) |
| Supersedes: | 1.1 – June 2020 (1.0 May 2020) |
| Previous review dates: | April/May 2020, June 2020 |
| Next review date: | October 2022 |
| Related Statutes, Ordinances, General Regulations | [Undergraduate and Postgraduate Taught Degree Regulations](https://www.staffnet.manchester.ac.uk/tlso/policy-guidance/policy-themes/degree-regulations/) |
| Related Policies: | N/A |
| Related Procedures and Guidance: | [Guidance for Programme Development](https://www.staffnet.manchester.ac.uk/tlso/quality/programme-development/)  [NPP Guidance Document](https://documents.manchester.ac.uk/display.aspx?DocID=75396) |
| Policy owner: | Head of Student and Academic Services (SAS) |
| Lead contact: | Angela Entwistle, Teaching and Learning Officer (Taught Programme Enhancement), Teaching and Learning Delivery Team, Division of SAS  [quality@manchester.ac.uk](mailto:quality@manchester.ac.uk) |